

CITY OF HAMPTON JOB DESCRIPTION

JOB TITLE: After School Tutor

W02

Function:

Provides supplemental instruction in all subject areas to elementary and middle school students at Department of Parks and Recreation's School Age Program sites.

Examples of Work May Include:

1. Provides specific, individualized assistance in subject area as directed by Youth Program Leader. Identifies and works with students in problem subject areas.
2. Assists students in developing and furthering a positive attitude about learning and education. Serves as a guide for students in the learning process. Models good study skills and a positive attitude towards learning.
3. Enforces rules of behavior as directed by Program Leaders, and reports any safety issues or injuries promptly.
4. Keeps accurate records of tutoring sessions as directed by supervisor.
5. Performs related duties as required.

Features:

Duties are performed under the general supervision of Youth Program Leaders. Work is performed during after school hours at City of Hampton elementary and middle schools, and requires extensive contact with children from diverse cultural backgrounds. Approximate hours of work are between 2pm to 6pm, Monday through Thursday. This position is non-exempt.

Qualifications:

Applicants must have completed 10th grade and be currently enrolled in either the 11th or 12th grade. Applicants must be at least 16 years of age, and have a minimum of an overall 3.00 grade point average. Requires the ability to keep accurate records of tutoring sessions. Requires the ability to communicate and relate positively to children of diverse cultural backgrounds in grades K through 5, and youth in grades 6 through 8. The ability to model leadership, good study skills and a positive attitude toward learning is highly desirable.